



MINUTES

Wednesday, December 14, 2005

8:30 a.m. – 10:30 a.m.

OSCA, 121 Alameda

The December 14, 2005 meeting was called to order at 8:30 a.m. by Co-Chairs Micki Knudsen and Les Balty.

Agenda Items

Direction/Vision for the Division of Personnel – Chester White, OA

Mr. White gave an overview of the future direction for the OA Division of Personnel. He has met with department heads, division heads, and personnel. Some of the items that need to be looked at and possibly changed are the layoff process and the examination system. Emphasis will be placed on meeting the needs of customers. As changes are considered, they will be communicated with explanations for why they are happening, input will be sought and the Division will work with various groups, including SHRMC.

MOSERS Aged Accounts – New online version – JoAnn Looten, MOSERS*

JoAnn provided a presentation on the electronic aged accounts reports. This report notifies agencies when errors occur with payroll. This online version will take effect immediately.

Employee Relations with the National Guard/Reserves – Rich Grant, ESGR*

Rich gave an overview of the purpose of the Employer Support of the Guard and Reserve (ESGR).

SAM II Update – Vandee DeVore, OA

An upgrade to the SAM II HR system is scheduled for January 9, 2006. There will be changes to the Desktop and to the SAM II HR Data Warehouse. Also the calendar year end updates will be loaded around December 29.

NOTE: Attached below are two different e-mails that Vandee sent on January 3, 2006, regarding the items above.

OA Update – Gary Fogelbach, OA

The Personnel Advisory Board will have a hearing on three rule changes on January 10, 2006, at 1:00 p.m., in Room 400 of the Truman Building. These rule changes are primarily “cosmetic” in nature and either provide clarification or are being changed in accordance with recent statutory changes.

Other Announcements

Dan Ross, OA, attended the meeting to address issues concerning the electronic employee directory. He has asked for volunteers to be placed on a project team to address improvements to the electronic directory and other potential issues. If you are interested in being on the project team, please let Les or Micki know as soon as possible.

Micki reminded everyone that the January SHRMC meeting will be back at MoDOT, 1320 Creek Trail Drive, Conference Room I70. This meeting is the same day as the statewide Martin Luther King Jr. celebration. The meeting should end early in case anyone would like to attend the celebration.

Next SHRMC Meeting: January 11, 2006, 8:30 a.m.

Location: MoDOT, 1320 Creek Trail Drive, Conference Room I-70

Meeting adjourned.

***THE HANDOUTS AND PRESENTATIONS FOR THIS TOPIC ARE BELOW.**

	<h2>Missouri State Employees Retirement System</h2>

	<h3>Electronic Aged Accounts Report</h3>
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	<p>JoAnn Looten, Records Manager</p>
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	<p>Stacy Gillmore, Manager of Information Technology</p>
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	<h2>The Good Ol' Days</h2>
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- | | |
|--|---|
| | <ul style="list-style-type: none">■ Hard Copy Aged Accounts Report (AAR)■ The AAR was printed 3 times in-house■ It took 5 days for our staff to process the report■ Hand written notes on report■ Instructions/reports were attached by memo■ Loss of time as a result of mail and interagency deliver |
|--|---|

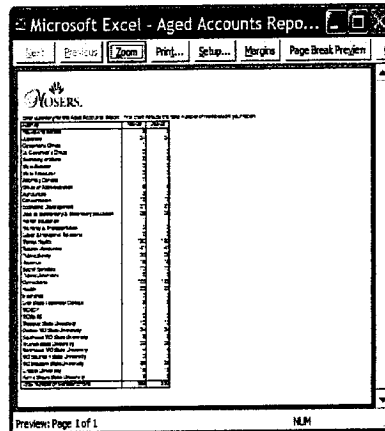
	<h2>New and Improved!</h2>
	<ul style="list-style-type: none">■ Everyone with secure employer access can view the report■ Instant delivery■ You view/print the report when you're ready■ You will receive the report sooner■ More time will be available to work the report before payroll goes down

	<h2>How Does it Work?</h2>
	<ul style="list-style-type: none">■ MOSERS works the report electronically■ We post the report on the secure site■ An HR Update will be sent to employers stating the AAR is now available■ Employers will go to www.mosers.org, click on "Employer Login" and sign on to site■ Click your name and view the report■ Work the report the same as always

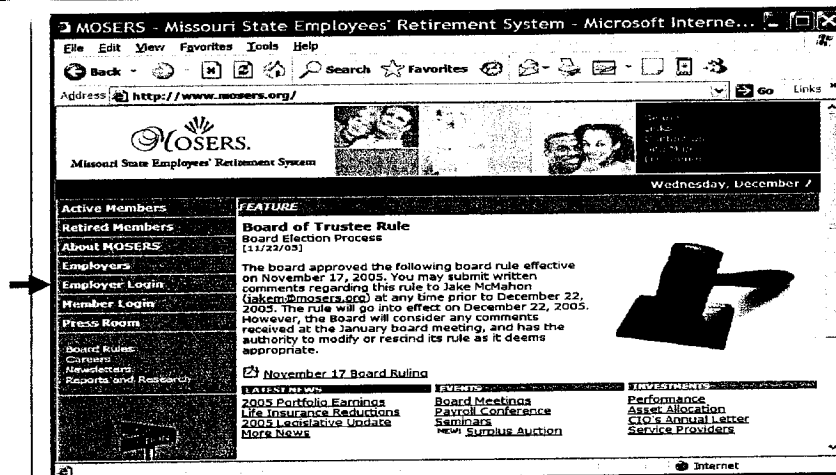
What Do I Need to Know About the HR Update?

■ Your HR Update will include the following:

- Notification the report is ready
- Instructions on retrieving the report
- Statewide error listing



How Do I Find the Reports?



How Do I Find the Reports?

MOSERS - Missouri State Employees' Retirement System - Microsoft Internet Explorer

Address: http://www.mosers.org/payroll/payroll_access.asp

MOSERS.
Missouri State Employees' Retirement System

Wednesday, December 7

Active Members
Retired Members
About MOSERS
Employers
Contribution Rates
CUMP
IR Updates
Employers Access
Procedures Manual
Publications
Conference 2003
Employer Login
Member Login
Press Room

Employers' Access

PLEASE READ THIS IMPORTANT DISCLAIMER

Printer Friendly Version

MOSERS established this portion of the web site for the benefit of authorized agency payroll/personnel staff. All information contained herein is strictly confidential and shall be treated as such and is to be used only in conjunction with the performance of mandated duties.

All information provided on or produced through this web site is not binding on MOSERS, its Board of Trustees, or the State of Missouri. Further, such information does not constitute a guarantee of benefits, an admission of liability or a waiver of any legal rights or arguments in any pending or future legal proceeding.

Access to employee information is intended to be secure. However, there are risks inherent in providing information through any web site. MOSERS has made reasonable efforts to minimize these risks and will not be responsible for unauthorized access to information or any damages arising from such unauthorized access.

If there is a conflict between information on this web site and applicable law or administrative rules, the law and administrative rules will prevail.

If you have any questions regarding information contained in this web site, please call us at 1-800-827-1053.

I have read and accept the above disclaimer and wish to Login

How Do I Find the Reports?

MOSERS - Missouri State Employees' Retirement System - Microsoft Internet Explorer

Address: <https://webaccess.mosers.org/mbsweb/loginpr.htm>

MOSERS.
Missouri State Employees' Retirement System

Wednesday, December 7

Active Members
Retired Members
About MOSERS
Employers
Contribution Rates
CUMP
IR Updates
Employers Access
Procedures Manual
Publications
Conference 2003
Employer Login
Member Login
Press Room

Employer Login

Please enter your Social Security Number and Password.

➔ Social Security Number - -

Password

Submit **Cancel**

[Request a Password](#)
[Change your Password](#)

MOSERS - Missouri State Employees' Retirement System - Microsoft Excel

File Edit View Favorites Tools Help

Address: <http://webaccess.mosers.org/>

MOSERS AGED ACCOUNTS RECEIVABLE REPORT
December 2005
Natural Resources(18) - Lori D Hogue

See Helpful Hints

PLAN	NAME	EIN	ENCL	A/C PLAN NAME
BAS	HOGUE, LORI D	780	2100	NATURAL RESOURCES

Please begin deductions for child coverage and de IDED to collect missing.

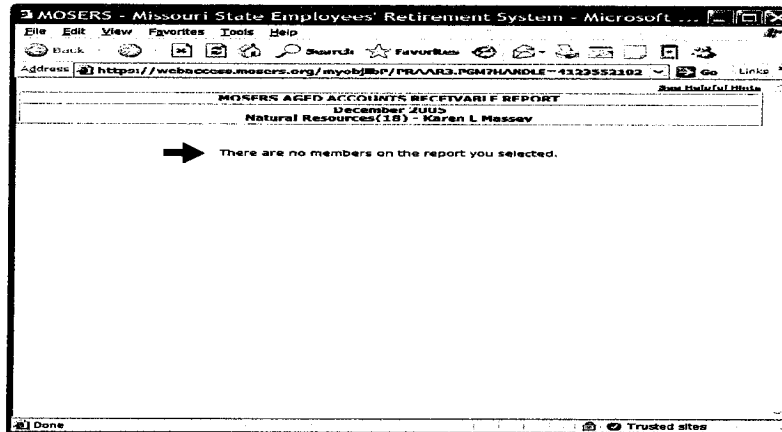
Plan	Ded Type	Coverage Date	Check Date	Premiums	Amount Expected	Amount Received	Amount Due	Line Item Remarks
OPD	DC	10/01/2005	0/00/5500	\$ 5.00	\$ 5.00	\$.00	\$ 5.00	
TOTAL:		On Account: \$.00		A/R Balance: \$.00			Current Due: \$.00	

PLAN	NAME	EIN	ENCL	A/C PLAN NAME
BAS	HOGUE, LORI D	780	2100	NATURAL RESOURCES

Plan	Ded Type	Coverage Date	Check Date	Premiums	Amount Expected	Amount Received	Amount Due	Line Item Remarks
BAS	DC	9/30/2005	10/14/2005	\$.00	\$.00	\$.33	\$.23	Incorrect contribution.
LTC	DC	9/30/2005	10/14/2005	\$.00	\$.00	\$.26	\$.26	Incorrect contribution.
RTT	DC	9/30/2005	10/15/2005	\$.00	\$.00	\$ 6.28	\$ 6.28	Incorrect contribution.
OPI	DC	10/01/2005	0/00/0000	\$.00	\$.00	\$ 64.80	\$ 64.80	
BAS	DC	10/13/2005	10/31/2005	\$.00	\$.00	\$ 11.13	\$ 11.13	Incorrect contribution.
LTC	DC	10/13/2005	10/31/2005	\$.00	\$.00	\$ 12.75	\$ 12.75	Incorrect contribution.
RTT	DC	10/13/2005	10/31/2005	\$.00	\$.00	\$ 314.75	\$ 314.75	Incorrect contribution.
BAS	DC	10/11/2005	11/13/2005	\$.00	\$.00	\$ 11.13	\$ 11.13	Incorrect contribution.
LTC	DC	10/11/2005	11/13/2005	\$.00	\$.00	\$ 12.75	\$ 12.75	Incorrect contribution.
RTT	DC	10/11/2005	11/13/2005	\$.00	\$.00	\$ 314.75	\$ 314.75	Incorrect contribution.
TOTAL:		On Account: \$.00		A/R Balance: \$.00			Current Due: \$.00	

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What if I Don't Have Any Errors on My Report?



What is in the Helpful Hints?

MOSERS - Missouri State Employees' Retirement System - Microsoft ...

Address: <https://webaccess.mosers.org/myobj.asp?PRVVAR3.PGM7H4NDLE-4122552102>

MOSERS AGED ACCOUNTS RECEIVABLE REPORT
December 2005
Natural Resources(18) - Lori D Hogue

See Helpful Hints

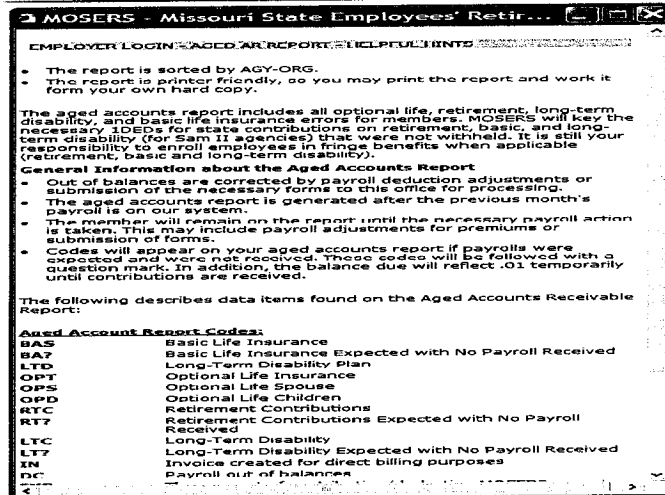
PLAN	NAME	D/V	DEBT	ACCOUNT REMARKS
Plan	Plan Type	Check Date	Monthly Premiums	Amount Expected
DC	DC	10/01/2005	\$ 2.00	\$ 1.00
TOTALS:	On Account:	\$.00	A/R Balance:	\$.00

PLAN	NAME	D/V	DEBT	ACCOUNT REMARKS
Plan	Plan Type	Check Date	Monthly Premiums	Amount Expected
DC	DC	10/01/2005	\$ 2.00	\$ 1.00
TOTALS:	On Account:	\$.00	A/R Balance:	\$.00

PLAN	NAME	D/V	DEBT	ACCOUNT REMARKS
Plan	Plan Type	Check Date	Monthly Premiums	Amount Expected
DC	DC	10/01/2005	\$ 2.00	\$ 1.00
TOTALS:	On Account:	\$.00	A/R Balance:	\$.00

Done Trusted sites

What is in the Helpful Hints?



Important Reminders!

- Notify MOSERS if you transfer employees to new org numbers
- Notify MOSERS if you change who's responsible for working the report
- The AAR will be available on-line until MOSERS begins the next month's report
- Call JoAnn Looten at 573-632-6180 or 800-827-1063 x6180 for any questions, concerns or recommendations



USERRA, Revised Missouri Statutes and ESGR



The Importance of State Agency Support of the Guard and Reserve

**Developed by:
Missouri Committee for Employer Support
of the Guard and Reserve (MC-ESGR)**





Agenda



- ▶ **ESGR**
- ▶ **Importance of Employer Relations**
- ▶ **Uniformed Services Employment and Reemployment Rights Act (USERRA)**
- ▶ **Applicable State Laws (RsMO)**
- ▶ **Awards Programs**





YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have obtained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you any of the following because of this status:

- initial employment;
- reemployment;
- restoration to employment;
- promotion; or
- any benefit of employment.

In addition, an employer may not retaliate against anyone asserting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.



HEALTH INSURANCE PROTECTION

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-881 or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/online/userrra.htm>.
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, depending on the employer, for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the Internet at this address: <http://www.dol.gov/vets/programs/userrra/poster.pdf>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.



1-800-336-4380

Publication Date—February 2005

Employer Support of the Guard and Reserve





ESGR



► Overview

- A DoD agency established in 1972 by Presidential decree
- Mission is to gain and maintain support from all public and private employers
- Provide education, consultation and if necessary, mediation to employers and Reserve Component members





ESGR



▶ **Structure**

- ▶ **National Defense Advisory Board (OSD-RA)**
 - ▶ Provides guidance, direction and oversight
- ▶ **National Committee/Staff (Arlington, VA)**
 - ▶ Develops programs and services and provides support to the State Committees
- ▶ **State Committees**
 - ▶ Implements programs, over 3,500 volunteers in every State, Territory and Europe





ESGR



- ▶ **Programs and Services**
 - ▶ Employer Awards
 - ▶ Statement of Support Program
 - ▶ Reserve/Guard unit employer outreach
 - ▶ Increase awareness as a sponsor of employer visits to military sites.
 - ▶ Ombudsman Program
 - ▶ Military Liaison Program





Importance of Employer Relations

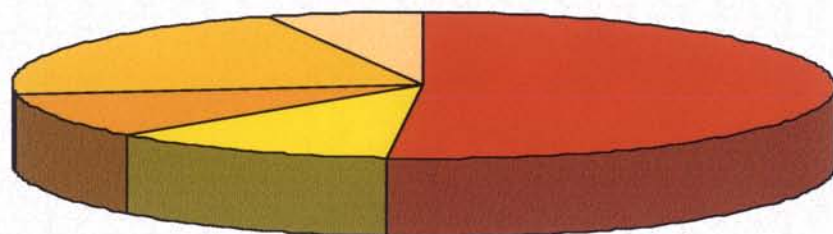


- ▶ **Impacts Recruiting and Retention**
 - ▶ Reserve components comprise nearly 50 percent of the total military force.
 - ▶ Job related conflicts are a top reason people won't join or will leave the Reserve Component
 - ▶ Increased deployments and use of the Reserve Components causes strain on employers
 - ▶ Good employer relations helps to educate employers, build partnerships and reduce conflicts





Importance of Employer Relations



■ **Small, Mid-Size
Businesses 51%**

■ **State and Local
Governments 12%**

■ **Federal
Government 10%**

■ **Other 21%**

■ **Self Employed 6%**

Nearly half of all Guard and Reserve Members work for companies of 1,000 or fewer employees



Importance of Employer Relations



Missouri is home to over

28,000

**Reserve Component Members
(June 2005)**





Ombudsman Services



- ▶ **The Ombudsmen Services Program was established in 1974 to provide information, counseling, and informal mediation of issues relating to compliance with USERRA.**
- ▶ **The Ombudsmen Services Program provides information, informal mediation, and referral service to resolve employer conflicts.**
- ▶ **ESGR is not an enforcement agency and does not offer legal counsel.**
- ▶ **More than 95 percent of all requests for assistance are resolved in this informal process, without requiring referral to the Department of Labor for formal investigation.**





USERRA



► **Overview**

- **Uniformed Services Employment and Reemployment Rights Act (Title 38, Chapter 43, United States Code)**
- **Provides employment and reemployment rights for service members. DOL is enforcement agency**
- **Applies to all members of the uniformed services in a federally funded status**
- **Does not apply to Guardmembers on State active duty, self-employed individuals, partners or students**





USERRA



► **Protection Against Discrimination**

- Applies to past and current members and those who apply to be a member of a uniformed service
- Includes discrimination regarding employment, reemployment, termination, promotion and benefits
- Burden of proof is on the employer if military service is a motivating factor in terminations





USERRA



▶ **Service Member Rights**

- ▶ Military leave of absence
- ▶ Prompt reinstatement back into position
- ▶ Accumulation of seniority as if individual never left
- ▶ Receive all pay and cost of living raises
- ▶ Immediate reinstatement of health insurance
- ▶ Training or retraining of skills as necessary
- ▶ Protection against discharge





Service Member Rights While on State Emergency Duty (SED)



RSMo 40.490

Only applies to members of the National Guard

40.490. Members of the state military forces of this state who are ordered to active state duty by the governor shall, upon being relieved from such duty, be entitled to the same reemployment rights provided by Title 38 of the United States Code, the Revised Statutes of Missouri, and all amendments thereto. The attorney general shall enforce the reemployment rights contained in this section for members of the state military forces who are ordered to active state duty by the governor.





Missouri Revised Statutes

Which Affect Reserve Component Members Employed by Missouri's State Agencies



Chapter 105

Public Officers and Employees-- Miscellaneous Provisions

Section *105.270*

August 28, 2004





RSMo 105.270



1. All officers and employees of this state, or of any department or agency thereof, or of any county, municipality, school district, or other political subdivision, and all other public employees of this state who are or may become members of the national guard or of any reserve component of the armed forces of the United States, shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits, to which otherwise entitled, for all periods of military services during which they are engaged in the performance of duty or training in the service of this state at the call of the governor and as ordered by the adjutant general without regard to length of time , **and for all periods of military services during which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of one hundred twenty hours in any federal fiscal year**





RSMo 105.270



2. Before any payment of salary is made covering the period of the leave the officer or the employee shall file with the appointing authority or supervising agency an official order from the appropriate military authority as evidence of such duty for which military leave pay is granted which order shall contain the certification of the officer or employee's commanding officer of performance of duty in accordance with the terms of such order.





RSMo 105.270



3. No member of the organized militia shall be discharged from employment by any of the aforementioned agencies because of being a member of the organized militia, nor shall he be hindered or prevented from performing any militia service he may be called upon to perform by proper authority nor otherwise be discriminated against or dissuaded from enlisting or continuing his service in the militia by threat or injury to him in respect to his employment. Any officer or agent of the aforementioned agencies violating any of the provisions of this section is guilty of a misdemeanor.





Drilling Reservists FAQ



- ▶ Do I have to work on my day off? Employer Schedules my days off on drill weekends.
- ▶ Do I have to find my own replacement for days I am gone for drill?
- ▶ Do I have to use vacation days or compensatory time for military leave?
- ▶ Does USERRA apply to voluntary service?





Drilling Reservists FAQ



- ▶ Can an employer ask me if I am in the Guard or Reserves on an employment application?
- ▶ I think I got fired for being in the Reserves. What should I do?

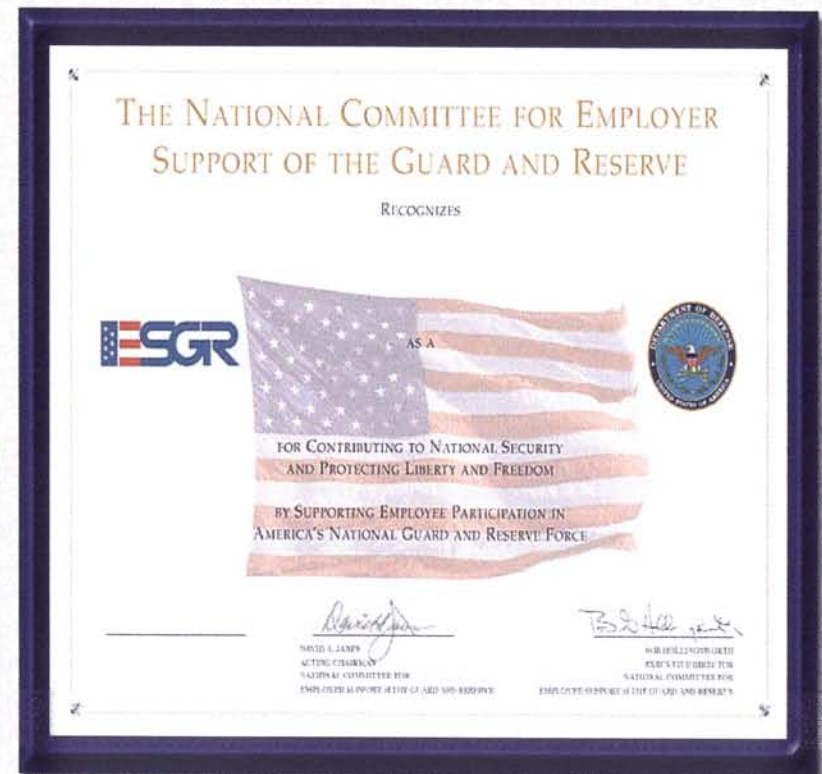


Employer Awards



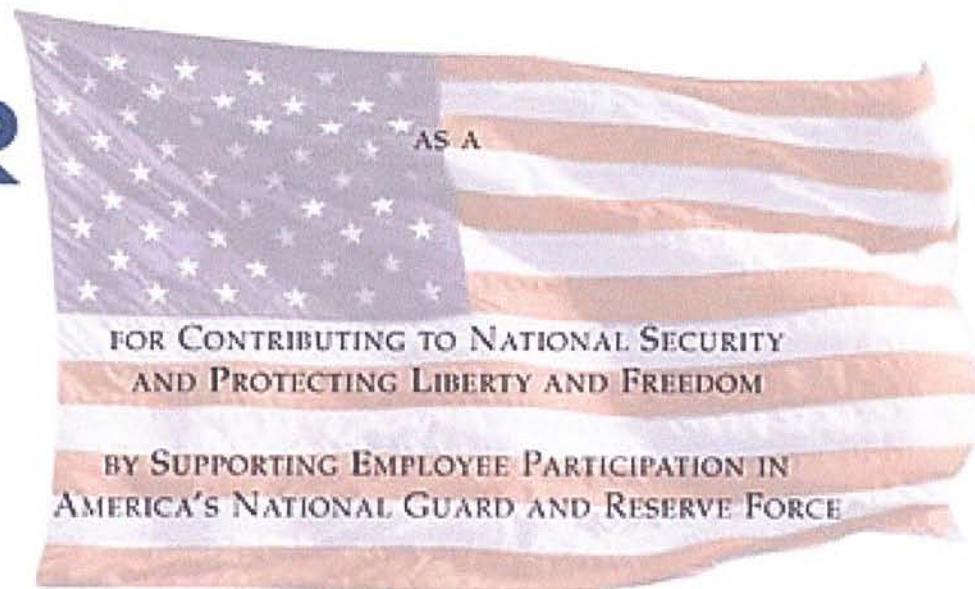
▶ **Patriot Award**

- ▶ Awarded to an employer who has been supportive of the Guard and Reserve
- ▶ Award is comprised of a DoD certificate and a lapel pin
- ▶ RC members can nominate their employer for this award on line at www.esgr.org



THE NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE

RECOGNIZES

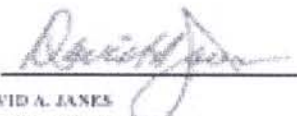


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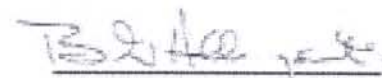


FOR CONTRIBUTING TO NATIONAL SECURITY
AND PROTECTING LIBERTY AND FREEDOM

BY SUPPORTING EMPLOYEE PARTICIPATION IN
AMERICA'S NATIONAL GUARD AND RESERVE FORCE



DAVID A. JONES
ACTING CHAIRMAN
NATIONAL COMMITTEE FOR
EMPLOYER SUPPORT OF THE GUARD AND RESERVE



BOB HOLLINGSWORTH
EXECUTIVE DIRECTOR
NATIONAL COMMITTEE FOR
EMPLOYER SUPPORT OF THE GUARD AND RESERVE



Employer Awards



- ▶ **Above and Beyond Award**
 - ▶ Awarded by the State Committee to employers who go 'above and beyond' the requirements of the law to support Guardsman and Reservists
- ▶ **Pro Patria Award**
 - ▶ Awarded annually by the State Committee to the most supportive employer in the State/Territory



Employer Awards



► **Freedom Award**

- Awarded by the Secretary of Defense to the top 15 employers nationwide
- Categories include; small companies, large companies and government/municipal





Employer Awards



► **2005 Freedom Award Winners**

Alticor, Incorporated
Citizens Financial Group
Eaton Corporation
Enterprise Rent-a-Car
IDACORP

Los Angeles Police Department

Louisiana Dept of Public Safety & Corrections **Baton Rouge, LA**

Pioneer Financial Services

Ryland Homes

Sears, Roebuck and Company

South Dakota State University

State of Delaware

Toyota Motor Sales, USA Inc.

USAA

Wachovia Corporation

Ada, Michigan

Providence, Rhode Island

Cleveland, Ohio

St. Louis, Missouri

Boise, Idaho

Los Angeles, California

Kansas City, Missouri

Calabasas, California

Hoffman Estates, Illinois

Brookings, South Dakota

Dover, Delaware

Torrance, California

San Antonio, Texas

Charlotte, North Carolina





Statement of Support



- ▶ A statement signed by the employer/agency indicating their support for the Guard and Reserve
- ▶ Form available on line at www.esgr.mil





Statement of Support



► **Five Levels**

- * 1st Star: Sign Statement Of Support
- ** 2nd Star: Review HR Policies
- *** 3rd Star: Train HR Managers
- **** 4th Star: Go Above and Beyond
- ***** 5th Star: Become an ESGR Advocate

Our goal is to help all employers of RC Members achieve Five Star status!





Contact Info

- ▶ Web Site: www.esgr.org (.com/.mil)
- ▶ Phone: 1-800-336-4590
- ▶ Email: rich.grant@mo.ngb.army.mil
- ▶ In Missouri (573) 638-9500 ex. 7730

Mr. Richard Grant



From: owner-samii-hr@mail.mo.gov [mailto:owner-samii-hr@mail.mo.gov] On
Behalf Of SAMII HR
Sent: Tuesday, January 03, 2006 12:48 PM
To: samii-hr@mail.mo.gov
Subject: Desktop Upgrade Reminder

The SAMII HR system and the SAMII HR Data Warehouse will not be available on Saturday morning, January 7th. An upgrade to the SAM II HR system is scheduled for January 9, 2006.

A complete list of the changes associated with the upgrade is available for review on the SAM II web site under HR Scheduled Upgrades <http://www.missouri.gov/mo/samii/hr/hrupgrades/>.

The upgrade requires a new desktop installation. The IT staff at your agency can access the desktop update from the SAM II Technical Web Site at <http://www.oa.state.mo.us/itsd/samii/samii.html> . The update should be installed after close of business on Friday, January 7th and before start of business on Tuesday, January 10th.

The database changes to both the SAMII HR Advantage System & the HR Data Warehouse will be made on Saturday morning, January 7th. Preliminary payroll will be run on Saturday night which will create interface files.

Due to regularly scheduled payroll processing, the HR system will not be available to agencies on Monday, January 9th. The system will be available on Tuesday morning as usual. On Tuesday, when you log on, ensure that the correct build date appears on the log in screen (Version 2.3.2 Build Date 1/9/2006).

If you have any questions regarding the installation of the new desktop, please have your technical coordinator contact the HR Technical Help Desk at 522-1500 (option 2) or e-mail HR_Support@oa.mo.gov .

Vandee DeVore, CGFM
Central Payroll Manager
State of Missouri
Office of Administration/Division of Accounting
573-522-5863
fax 573-526-9814

CONFIDENTIALITY STATEMENT:

This e-mail and any attachments are intended only for those to which it is addressed and may contain information which is privileged, confidential and prohibited from disclosure and unauthorized use under applicable law. If you are not the intended recipient of this e-mail, you are hereby notified that any use, dissemination, or copying of this e-mail or the information contained in this e-mail is strictly prohibited by the sender. If you have received this transmission in error, please return the material received to the sender and delete all copies from your system.

-----Original Message-----

From: owner-samii-hr@mail.mo.gov [mailto:owner-samii-hr@mail.mo.gov] On Behalf Of SAMII HR

Sent: Tuesday, January 03, 2006 9:18 AM

To: samii-hr@mail.mo.gov

Subject: 2006 Deduction Loads

The following year end loads have been completed. Please note the following instructions for entering transactions for the remainder of 2006.

Additional notices will be sent in November of 2006 for instructions on transitioning into 2007.

Please print this for your 2006 use.

HEALTH CARE-----The health care codes for 2006 are loaded. Please see http://www.state.mo.us/mo/samii/hr/hrp&p/Ded_Ben_Cds_WEBCOPY122305.xls for updated codes. This website list is updated when necessary, so please verify codes directly from the site. In 2006, when entering a new employee's ENRL for health care, use the employee's start date as the effective date. Use

11/30/06 as the expiration date. ***NEVER use 99/99/99 as the expiration date for a health care ENRL***. Because you made some ENRL entries in December, and then MCHCP data was loaded---there may be double deductions from some employees in error. If this should occur, refund requests should go through the normal process, and ENRL corrections should be made by the agency.

STATE SPONSORED DENTAL AND VISION-----In 2006, when entering a new employee's ENRL for dental or vision, use the employee's start date as the effective date. Use 12/15/06 as the expiration date. ***NEVER use 99/99/99 as the expiration date for a state sponsored dental or vision ENRL.***

CAFETERIA PLAN DEDUCTIONS-----Cafeteria plan deductions, including the administration fee, follow the calendar year agreements. Therefore any Cafeteria Plan MISC deduction should use 12/15/06 as the expiration date so the last deduction will come from the 12/31 check. This includes CPFLX, CP DC, and ADMFE. Also, changes to health care, state sponsored dental, state sponsored vision, flex med, and dependent care should be approved by ASI prior to making the change in SAMII HR. ***NEVER use 99/99/99 as the expiration date for any cafeteria plan MISC except as noted below for voluntary products.***

VOLUNTARY PRODUCTS ELECTED UNDER CAFETERIA PLAN-----If an employee elected to have qualified voluntary products pre-taxed under the cafeteria plan, then the MISC code has been changed to a "2" if they were previously entered as a "1". These have been loaded with 99/99/99 expiration dates so we can better identify any cancellation at year end. ***Please note that these products must follow the cafeteria plan guidelines and ANY change or cancellation requests must be approved by ASI prior to making the change in the system.***

CHARITABLE CAMPAIGN-----MSECC deductions also follow calendar year

contracts. Effective date of 12/16/05 and expiration date of 12/15/06 were used for the automated load. ***NEVER use 99/99/99 as the expiration date for charitable campaign deductions on MISC.***

GROUP TERM LIFE > \$50,000-----GTLIF codes will be loaded later this week for 2006. Please see <http://www.state.mo.us/mo/samii/hr/bulletins/jdlifeinsurance.pdf> if you have questions about entering GTLIF deductions in mid year. These are also calendar year based, so expiration dates of 12/15/06 should be used.

OPTIONAL LIFE INSURANCE-----Some premiums will change in January 2006 due to an increase/decrease in premium rate, because of changes in annual salary, change in age bracket, change in coverage election, or a combination of these reasons. These will be loaded in mid January by OA from information we receive from MOSERS. Since these premiums are paid concurrent with the pay period, the employees' January 31, 2006 paycheck will reflect the new premium amount.

The Calendar Year End memo that is posted to the SAMII HR Bulletins and Customer Service web page is also a valuable tool for calendar year end, W2, W4, EIC questions. http://www.state.mo.us/mo/samii/hr/bulletins/CYE2005_111705.pdf

As always, I am happy to help you. Please don't hesitate to call me if you have doubts or questions about how to process an entry.

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